

**CONTRACTOR PAST PERFORMANCE EVALUATION**

<b>NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION</b> <b>SYSTEM ACQUISITION OFFICE</b> <b>CONTRACTOR PAST PERFORMANCE EVALUATION</b>					
1. Contractor's Name:	2. Contract/Task Number:				
Company address: (Include division)	3. Contract Value:				
	4. Contract Award Date:				
	5. Contract Completion Date:				
6. Contract Type: (Also indicate whether award was made on a competitive or non-competitive basis)					
7. Describe Requirement:					
<b>Contractor Performance Rating:</b> Circle the appropriate number which corresponds to the performance rating for each category in blocks 8 - 11. (See instructions for performance rating number descriptions)					
8. How would you rate the Contractor's quality of products or services in the following areas? (Circle one)					
A. Compliance with contract or task requirements	4	3	2	1	N/A
B. Timeliness of reports and documentation	4	3	2	1	N/A
C. Completeness and accuracy of work	4	3	2	1	N/A
9. How would you rate the Contractor's technical performance in the following areas? (Circle one)					
A. Responsiveness to technical review and direction	4	3	2	1	N/A
B. Incorporation of changing or evolving requirements	4	3	2	1	N/A
C. Appropriateness of Contractor personnel for project	4	3	2	1	N/A
10. How would you rate the Contractor's business relations in the following areas? (Circle one)					
A. Effectiveness of contract/subcontract management	4	3	2	1	N/A
B. Management of diverse technical tasks	4	3	2	1	N/A
C. Cost control and accounting system	4	3	2	1	N/A
D. Procurement and property management system	4	3	2	1	N/A
11. How would you rate customer satisfaction with this Contractor in the following areas? (Circle one)					
A. Adherence to cost and schedule estimates	4	3	2	1	N/A
B. Ability to work without extensive guidance	4	3	2	1	N/A
C. Early Identification of problems/timely resolution	4	3	2	1	N/A

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12. Are you aware of any quality awards related to this contract that were received by the Contractor? (Check one) If yes, please describe: <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span>	
13. Has the Contractor experienced any cost overruns or underruns on this contract? (Check one) If Yes, please explain: <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span>	
14. Would you recommend this Contractor for another contract? (Check one) If No, please explain: <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span>	
15. Do you have any additional comments related to the Contractor's performance on this contract? (Attach additional sheets as necessary)	
16. COTR/Contracting Officer/Technical Monitor Name:	
_____ (Please print)	_____ Signature
_____ Phone/FAX/Internet address	_____ Date
17. CONTRACTOR'S REVIEW: Were comments, rebuttals or additional information provided? (Check one) (Please attach comments, number of pages: _____ ) <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span>	
18. Reviewer's Name:	
_____ (Please print)	_____ Signature
_____ Phone/FAX/Internet Address	_____ Date
19. AGENCY REVIEW: Were Contractor comments reviewed at a level above the Contracting Officer? (Check one) (Please attach comments, number of pages: _____ ) <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span>	
20. Final Ratings. Re-assess Evaluation based on any Contractor's comments and Agency review, as necessary.	
QUALITY OF PRODUCTS _____	TECHNICAL PERFORMANCE _____
BUSINESS RELATIONS _____	CUSTOMER SATISFACTION _____
21. Contracting Officer's name:	
_____ (Please print)	_____ Signature
_____ Phone/FAX/Internet address	_____ Date

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**CONTRACTOR PAST PERFORMANCE EVALUATION**  
**CONTRACTOR PAST PERFORMANCE EVALUATION INSTRUCTIONS**

The NOAA System Acquisition Office (SAO) is responsible for the coordination and collection of Contractor Past Evaluation Reports. The Contracting Officer (CO) or Procurement Official will determine whether the evaluation report will be completed on a contract or task basis, and will coordinate completion of the attached report form with either the Contracting Officer's Technical Representative (COTR) or Technical Monitor delegated day-to-day responsibility for administration of the identified contract or task order. This individual should consult with the Contracting Officer where necessary to arrive at a consensus on the ratings to be awarded.

Section 42.1503 of the FAR requires that copies of the forms will be provided to the Contractor, which must have an opportunity to respond and add comments before agency evaluation as described below. SAO will perform this coordination function. Furthermore, the FAR requires that past performance evaluations be marked and treated as Source Selection Information and release of this information is prohibited except to Government personnel and the Contractor whose performance is being evaluated. For these reasons all outside inquiries concerning Contractor past performance should be directed to the CO, who will have access to the completed forms. Also, completed forms should be returned to the attention of the CO in a sealed envelope marked "Source Selection Sensitive."

**COMPLETING THE FORM**

Blocks 1 through 16 will be completed by the Contracting Officer's Technical Representative or Technical Monitor, as applicable. Contact the CO if you require assistance or data in order to complete any of these blocks, especially blocks 1 through 6. SAO will be responsible for forwarding the completed form to the Contractor for review and execution of blocks 17 and 18. The CO will ensure blocks 19 through 21 are completed prior to filing in a secured location.

**TO BE COMPLETED BY THE COTR/TECHNICAL MONITOR**

- |                                |   |
|--------------------------------|---|
| BLOCK 1                        | Identify the company name and address of the Contractor being evaluated, including division.  |
| BLOCK 2                        | Identify the contract number of the contract being evaluated. If evaluation is being conducted for a subcontract or a specific task, include the subcontract or task number.  |
| BLOCK 3                        | Contract, subcontract or task value, as applicable. Include all options whether exercised or not.   |
| BLOCK 4                        | Identify date that contract or subcontract was awarded, or task order issued.   |
| BLOCK 5                        | Identify the completion data of the contract, subcontract or task as applicable.  |
| BLOCK 6                        | Indicate the type of contract and whether the award was on competitive or non-competitive basis.  |
| BLOCK 7                        | Provide a clear and concise description of the work performed under the contract or task and the level of funding. Attach additional sheet(s), if needed, to ensure the description is adequate for future source selection officials to determine relevance.                                       |
| BLOCK 8<br>THROUGH<br>BLOCK 11 | Circle the rating number that best describes the Contractor's performance for the following areas: Quality of Products and Services, Technical Performance, Business Relations, and Customer Satisfaction. Definitions of the rating numbers are given below. Comments may be provided in block 15. |

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**CONTRACTOR PAST PERFORMANCE EVALUATION****RATING DEFINITIONS**

<b>4 = Outstanding</b>	Performance significantly exceeded minimal technical requirements and met all other contract requirements. Areas in which performance was exceptional could include: early deliveries; creative approach; innovative technology; effective management and administration; commitment to quality and customer satisfaction.
<b>3 = Good</b>	Performance met or exceeded all contract or task requirements and exceeded minimal requirements in some areas. No exceptional strengths, features or innovations. No problems with quality, timeliness, or cost issues. Management was responsive.
<b>2 = Adequate</b>	Performance met all technical and administrative contract or task requirements. Minor issues arose which were resolved with minimal expenditure of time or resources. A significant amount of direction was required by the COTR or Technical Monitor.
<b>1 = Unacceptable</b>	Performance failed to satisfy the minimum contract or task requirements, technical or otherwise. Areas of deficiency could include, but are not limited to: failure to meet schedules; failure to adequately estimate or control costs; inadequate staffing; lack of cooperation and responsiveness.
<b>N/A = Not Applicable</b>	Evaluation criteria not applicable to this contract or task.

- BLOCK 12 Identify any quality awards the Contractor received related to the performance, products or services resulting from this contract. Describe the nature of the award.
- BLOCK 13 Identify any cost overruns or underruns the Contractor may have incurred related to the performance of this contract. Describe any necessary actions taken to remedy the situation.
- BLOCK 14 Indicate whether the Contractor would be considered for another contract with your organization. Indicate why the Contractor would not be considered for another contract, if applicable.
- BLOCK 15 Provide any additional comments in sufficient detail to support the Contractor evaluation rating.
- BLOCK 16 The COTR or Technical Monitor delegated responsibility for the day-to-day administration of the contract, subcontract or task should sign this block, after consulting with the CO, where appropriate.

**SUMMITTING THE CONTRACTOR PAST PERFORMANCE EVALUATION FORM TO NOAA**

Upon completion of the Contractor performance evaluation, please send the completed form in a sealed envelope marked "Source Selection Sensitive" to the following address:

National Oceanic and Atmospheric Administration  
1315 East West Highway, Room 10122  
Silver Spring MD 20910  
ATTN: Michael Knowles  
(301)713-3478 x111

In addition to the paper copy, the completed form may be sent by fax to Michael Knowles at (301)713-4155. A copy of the evaluation will be forwarded by the Contracting Officer to the Contractor for its review.

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## TO BE COMPLETED BY THE CONTRACTOR

- BLOCK 17 This block must be completed to indicate that the Contractor has been given the opportunity to review the evaluation. The Contractor will be provided with a copy of the completed evaluation form with attachments. The Contractor has the right to submit to the CO comments, rebutting statements, or additional information which specifically addresses elements of the review. This response must be delivered to the CO no later than 15 days after the mailing date on the evaluation form. In the event no response is received, the Contractor will be deemed to have accepted the evaluation form as written.
- BLOCK 18 The Contractor should sign this block to indicate that it has had an opportunity to review and comment on the ratings.

## SUMMITTING THE CONTRACTOR'S REVIEW TO NOAA

Upon completion of the Contractor's review, please send the completed form and any attachments in a sealed envelope marked "Source Selection Sensitive" to the Contracting Officer at the following address:

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## TO BE COMPLETED BY THE CONTRACTING OFFICER

- BLOCK 19 If the Contractor accepts the ratings, no Agency review is required, and the Contracting Officer's signature in block 21 completes the evaluation process. If the Contractor objects to the ratings, a review will be undertaken by the CO, in consultation with the technical staff. If the CO does not concur in a modification, the matter will be reviewed at a level above the CO within the SAO, and a final rating determined by the reviewing official in a report attached to the Performance rating.
- BLOCK 20 If the ratings have been modified by either the CO or after Agency review, insert the revised final rating. If there has been no change to the ratings, insert the original ratings.
- BLOCK 21 If agreement is reached on the ratings without an Agency review, the CO will sign this block. If an Agency review is carried out, the block must be signed by reviewing official.

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